



The Commonwealth of Massachusetts

**DEPARTMENT OF
TELECOMMUNICATIONS AND ENERGY**

MEMORANDUM

TO: Service List

FROM: William H. Stevens, Jr., Hearing Officer

RE: NSTAR Electric, D.T.E. 03-121 (Revised Briefing Schedule)

DATE: May 12, 2004

CC: Mary Cottrell, Secretary
Staff as assigned

As discussed at May 11 hearing, the briefing schedule is revised to be as follows:

Monday, May 24, 2004	Initial Briefs of Intervenors
Monday, June 7, 2004	Initial Briefs of Companies
Monday, June 14, 2004	Reply Briefs of Intervenors
Monday, June 21, 2004	Reply Briefs of Companies.

When submitting briefs in this proceeding, I remind parties and limited participants of:

- (1) the Amended Ground Rules (see ¶¶ 9 (Number of Copies) and ¶ 10 (Address of Filings));
- (2) the Department's procedural regulations, including, but not limited to, 220 C.M.R. §§ 1.02 (8); 1.11(3), (4), and (5).

In addition to filing paper copies, all briefs must be submitted to the Department in electronic format using one of the following methods: (1) by e-mail attachment to dte.efiling@state.ma.us, william.stevens@state.ma.us, and john.cope-flanagan@state.ma.us; or (2) on a 3.5" floppy diskette, IBM-compatible format. The text of the e-mail or the diskette label must specify: (1) an easily identifiable case caption; (2) docket number; (3) name of the person or company submitting the filing; and (4) a brief descriptive title or document (e.g., Brief or Reply Brief). The electronic filing should also include the name, title and phone number of a person to contact in the event of questions about the filing. Text responses should be written in either Word Perfect (naming the document with a ".wpd" suffix) or in Microsoft Word, (naming the document with a ".doc" suffix). Data or spreadsheet responses should be compatible with Microsoft Excel.

Finally, due to the number of anticipated briefs in this proceeding, I request that all briefs be three-hole punched.